

INSTRUCTIONS TO AUTHORS

GENERAL. The Proceedings of the Latvian Academy of Sciences publishes reports that describe the results of original theoretical or experimental research of importance and interest to diverse groups of scientists, as well as reviews and short communications. The scientific articles should be intelligible to broad scientific audience. The journal publishes also information on events pertaining to science life.

PROCEDURE FOR SUBMITTING MANUSCRIPTS. Contribution of manuscripts is a privilege of the members of the Academy. Manuscripts of non-members should be communicated by a member of the Academy or of the Editorial Board by using a special communication form which is available on request to the Proceedings Office. As an exception, a manuscript could be accepted without the said communication (only for foreign authors). In such cases, the Board will find the communicating person. The Editorial Board subjects the submitted manuscripts to further review. The date of receiving the communicated manuscript in the Proceedings Office will become part of the published paper.

MANUSCRIPT should be typed with 12 point letters on one side of good white paper of A4 format, with margins of at least 2.5 cm. Double spacing should be throughout, including references, tables, figure legends, and footnotes. Two copies should be submitted, each with a complete set of figures and tables. The pages should be numbered throughout, including tables and legends to figures.

Original papers should not exceed 18 pages; short communications, 6 pages; reviews, 24 pages. The structure of original paper should be arranged in the following succession: title; authors, their affiliations and addresses; Abstract; Key words; Introduction; Materials and Methods; Results; Discussion; Acknowledgements; References; tables; Legends to Figures; figures; and the title and summary in Latvian (the latter is not mandatory to foreign authors). Papers on theoretical research and reviews should be structured as to better perception of the text. Short communications are not structured.

TITLE should reveal precisely, in a few words, the subject matter in the shortest possible form.

AUTHORS. The author, or authors, should type their full names, followed by the name of the institution where the investigation was conducted, including a complete postal address and e-mail if available. Authors from other institutions should be designated with asterisks. The telephone number, fax, and e-mail of the corresponding author should be provided.

ABSTRACT is in one paragraph; up to 200 words should adequately summarise the essential findings described in the paper.

KEY WORDS (not more than five) should be presented in a separate line.

INTRODUCTION should be addressed to broad scientific audience and outlines the purpose and scope of the investigation and its relation to other research in the same field.

MATERIALS AND METHODS should be described in detail, so that one might follow the procedures. Standard laboratory procedures should be mentioned only, but reference citation is necessary.

RESULTS are presented in textual, tabular, or figure form. This section should be as brief as possible, without doubling the information expounded in Materials and Methods section and considered in Discussion.

DISCUSSION provides interpretation of the results. One should not avoid discussion of controversial or unsettled points or of data obtained by other authors, or any evidence for drawing conclusions.

TABLES AND FIGURES. Tables should be typed on separate manuscript pages and should be intelligible by themselves, without reference to the text. Table headings should be concise, they should adequately represent the subject matter. Footnotes to the tables should be placed on the same page.

Graphs, diagrams, drawings and photographs are considered as figures. The figures should be each on a separate sheet of standard size. Legends to figures should appear all together on a separate page. Both tables and figures should be numbered with Arabic numerals, in the order of appearance in the text.

ACKNOWLEDGEMENTS (if any) contain recognition of those who have provided essential help in the preparation of the manuscript, and providers of financial support.

REFERENCES—only to published, publicly available materials—when cited in the text, should be written as follows: (Clark, 1983; 1987; Smith and Jones, 1990; Brown et al., 1995). In the list at the end of the manuscript, they should be arranged in alphabetical order. All authors of the reference should be mentioned. Sources written in the Cyrillic alphabet should be listed separately. References written in Latin and Cyrillic alphabets should be given in the original languages; the title—in languages other than English, German, or French—of the cited author's work should be followed by its English translation in brackets [], and the original language should be indicated at the end of the reference in parentheses (). References written in alphabets other than Latin and Cyrillic should be given in English, the original language should be indicated at the end of the reference in parentheses.

An article in a journal:

Monod, J., Changeux, J. P., Jacob, F. (1963) Allosteric proteins and cellular control systems. *J. Mol. Biol.*, **20** (3), 306–329.

A book:

Chard, T. (1978) *An Introduction to Radioimmunoassay*. Elsevier, Amsterdam. 534 pp.

Bish, D. L., Post, J. E. (eds.) (1989) *Modern Powder Diffraction*. The Mineral Society of America, Washington. 369 pp.

Hollander, B. (1980) *Geschichte der Domschule, des späteren Stadtgymnasiums zu Riga*. Verlag Harro v. Hirschheydt, Hannover, Döhren. 505 S. (in German).

Балодис М. М. (1990) *Бобр* [The Beaver]. Рига, Зинатне. 271 с. (in Russian).

An article in a book:

Carrey, E. A. (1989) Peptide mapping. In: *Protein Structure*. Creighton, T. E. (ed.). ILR Press, Oxford, pp. 191–224.

Sarma, K. (1960) Meža tipi dažās saliktās priežu audzēs Latvijas PSR [Forest types of some pine stands in the Latvian SSR]. Grām.: *Latvijas PSR veģetācija. ZA izdevniecība, Rīga*. 43.–57. lpp. (in Latvian).

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